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GENERAL CONFERENCE

Seventh session
Vienna, 1-5 December 1997

ADVANCE INFORMATION FOR PARTICIPANTS

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Note: The present document contains information concerning the General Conference, that was available at the time of printing. Further announcements as well as detailed information on room allocations and telephone extensions will be included in the first issue of the *Journal*.

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I. ORGANIZATION OF THE CONFERENCE

Date and place

1. The seventh session of the General Conference will be held from 1 to 5 December 1997. The Conference will meet in the Austria Center Vienna, Am Hubertusdamm 6, 1220 Vienna, which is located next to the Vienna International Centre (VIC); entry to the Austria Center Vienna (ACV) is from the Hubertusdamm.

Opening of the Conference

2. The formal opening ceremony of the seventh session of the Conference will commence at 10.30 a.m. on Monday, 1 December 1997, in the Plenary Hall (Conference Room A), which is on the second floor of the ACV. The opening will be preceded by an informal meeting of the heads of delegations at 9.30 a.m. in Conference Room E, ground floor.

3. The Conference will be called to order at *10.20 a.m. sharp*.

4. The first plenary meeting of the Conference will begin at 10.45 a.m. in the Plenary Hall.

Seating arrangements

5. Delegations will be seated in English alphabetical order. The name of Zimbabwe was drawn by lot and the delegation of this Member State will therefore sit at the extreme right of the front row in the Plenary Hall as seen from the podium (Conference Room A). The same order will be maintained for meetings of the Main Committee.

Secretariat

6. The Executive Secretary of the seventh session of the General Conference is Mr. G. Papuli. His office is located on the second floor of the ACV.

Agenda and documentation

7. The provisional agenda for the seventh session of the Conference is contained in document GC.7/1, which should be read in conjunction with the annotated provisional agenda (GC.7/1/Add.1). A provisional list of documents prepared for the Conference will be contained in document GC.7/INF.2[1]

List of participants

8. A provisional list of participants will be available on the first day of the General Conference. The list will be revised at a later date. As indicated in the notification of 20 August 1997 Governments and organizations are requested to supply the names and titles of the members of their delegations in good time before the Conference.

9. Delegations are requested to notify, in writing, the staff at the Registration Desk (ground floor, ACV), or the Secretariat of the Conference (second floor, ACV) of any subsequent changes in the information entered on the registration form (see also para. 12 below), in order that the records for the "List of participants" may be kept up to date and accurate.

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[1] To be issued shortly before the Conference.

Credentials

10. Credentials of the representatives of the Members of the Organization, issued either by the Head of State or Government or by the Minister for Foreign Affairs, and the names of other persons constituting the Members' delegations should reach the Executive Secretary of the Conference if possible not later than one week before the opening of the Conference. Credentials should be sent to the Executive Secretary of the Conference, Mr. G. Papuli, UNIDO, Vienna International Centre (VIC), Room D2240, P.O. Box 300, A-1400 Vienna, Austria.

11. Representatives who have been unable to submit their credentials before the opening of the Conference are requested to deposit them at the Registration Desk at the ACV on Sunday, 30 November, from 9 a.m. to 4 p.m. or on Monday, 1 December.

Registration

12. Participants may register at the Registration Desk at the ACV on Sunday, 30 November, from 9 a.m. to 4 p.m. Registration will continue throughout the week of the Conference's session at the Registration Desk at the ACV. All participants, including members of Permanent Missions to UNIDO, are invited to present themselves personally at the Registration Desk and to complete the necessary registration forms as soon as possible on arrival in order to ensure the accurate inclusion of their names in the final list of participants.

13. Registration will be effected *only* for those delegates whose names have been communicated to the Secretariat in an official letter (see also para. 8 above). In the case of observers, a letter from the organization concerned is sufficient. Any queries relating to registration will be referred to the Office of the Executive Secretary of the Conference.

Badges

14. Each participant will require a badge with a photograph for entry into the ACV during the session. Badges will be issued by the staff at the Registration Desk to those designated participants who are not already in possession of a valid VIC grounds pass. The badges should be worn visibly at all times in the ACV conference areas and VIC premises. Badges issued for the General Conference will also be valid for entering the VIC.

Conference rooms available

15. The following conference rooms are available in the ACV:

Room	*Purpose*
Conference Room A	Plenary
Conference Room E	Main Committee
Conference Rooms B, C, L, M, N and O	Group meetings

Speakers in the general debate

16. The list of speakers for the plenary meetings (Monday, 1 December through Wednesday, 3 December) when substantive items of the provisional agenda will be under review will be opened on 18 November 1997. Requests for inscription on that list of speakers should be made to Ms. K. Froelich, PMO Secretariat, VIC, UNIDO, Room D2222, telephone No. 21131-5011 or fax No. 21131-6837 or 21131-6838. Once the Conference has started, delegates who wish to speak in the plenary are requested to give their names to the Conference Officer in the Plenary Hall (Conference Room A). The names of speakers will be entered on the list in the order in which the requests are received.

17. Time for short statements of representatives of the United Nations, its agencies, intergovernmental and non-governmental organizations may be accommodated, to the extent possible, after the statements of the delegations within the time-frame allotted for the debate.

Prepared statements

18. To facilitate the work of the interpreters, précis-writers and press officers, speakers are requested to submit in advance and as early as possible, at least 12 copies of their statements to the Conference Officer in the respective meeting rooms, or to the Office of the Chief, Interpretation and Meetings Section.

Simultaneous interpretation

19. Each seat in the meeting rooms will be provided with a simultaneous interpretation receiving set and headphones. *Participants are earnestly requested not to remove the portable receiving sets and headphones from these rooms at the end of a meeting so that they can be checked and, if necessary, adjusted before the next meetings take place.*

20. Speeches made in any of the official languages (Arabic, Chinese, English, French, Russian, Spanish) will be interpreted into the other official languages.

21. A participant may make a speech in a language other than the official languages. In this case, however, the speaker must provide for interpretation into one of the

official languages. Interpretation into the other official languages will then be provided by the Secretariat's official interpreters.

Sound recordings

22. Sound recordings will be made of the meetings of the Plenary, the Main Committee and other sessional bodies as appropriate. Delegations wishing to listen to the sound recordings of a particular meeting should address their requests to the Office of the Chief, Interpretation and Meetings Section.

Requests for meetings

23. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet. Requests for such meetings should be made to the Office of the Chief, Interpretation and Meetings Section.

Timetable of daily meetings

24. A timetable indicating the time and place of daily meetings will be published in the *Journal* of the Conference and on the television monitors in the ACV and VIC.

Journal

25. The *Journal* of the Conference will be issued daily in English, French and Spanish. It will contain such information as the schedule of meetings for the day, a brief summary of the plenary and main committee meetings held on the previous day, a forecast of meetings for the following day and various announcements. Communications for inclusion in the *Journal* should be sent to its Editor.

Documents distribution

26. The main documents of the Conference will be available in Arabic, Chinese, English, French, Russian and Spanish.

27. During the Conference, documents may be collected from the Documents Distribution Counter (outside the Plenary Hall, 2nd floor, ACV) where each delegation will have a pigeon-hole. This will contain, initially:

(a) A set of pre-session documents;

(b) The first issue of the daily *Journal* of the Conference; and

(c) A form on which participants should state the number of copies of documents they will require during the Conference, mentioning the working language(s) required.

28. The Documents Distribution Counter will be open each working day of the session from 8.30 a.m. and will close half an hour after the end of the last meeting of the day.

29. Most pre-session documents have been distributed to all States and organizations invited. All participants are urged to bring these documents with them, as subsequent requests for pre-session documents can be met only as long as stocks permit.

30. Delegates are requested to fill in and return, as soon as possible on the first day of the Conference, the form mentioned under subparagraph 27 (c) above concerning documents requirements during the Conference. The Supervisor of the Distribution Unit will be available to assist delegations with arrangements for distributing documents.

31. Official invitations may also be distributed through the Documents Distribution Counter.

Summary records

32. Summary records will be issued, when available, in English during the session, and in the other official languages after the session.

33. Summary records convey the proceedings in a concise, abbreviated form and are not intended to reproduce statements textually. They need not refer specifically to each intervention as in a verbatim record of a meeting.

34. The records are prepared by the Secretariat and, once issued as general distribution documents bearing a mast-head, are subject to correction by delegations. All corrections received will be issued in a consolidated corrigendum after the Conference. Corrections to summary records should not cover points of style or include lengthy additions that would disturb the general equilibrium of the summary records.

35. Corrections to the summary records should be sent, under the signature of the delegation concerned, to the Chief, Translation and Editorial Service, VIC, Room D0708. Corrections should be indicated in a memorandum and/or be incorporated into the relevant summary record. If no memorandum is sent, the front page of the corrected summary record should bear the signature and title of an authorized official of the delegation concerned.

II. SERVICES

United Nations Security and Safety Section

36. The United Nations Security and Safety Section is located in Room FOE21 (Security Duty Room). The Duty Officer can assist with lost and found items, general queries, etc. In case of emergency please call extension 72-99 in the ACV and extension 99 in the VIC.

Information Desk (ACV, second floor)

37. At the Information Desk, general information may be obtained about the Conference, such as the location of meeting rooms and offices, telephone extensions and the various services. Staff at the Information Desk take messages for participants and, if necessary, arrange for them to be paged. The Information Desk will be open daily from 8.30 a.m. until the closure of the last meeting of the day.

Office space for delegations

38. Office space for delegations and their Permanent Missions required during the Conference can be rented in the ACV. Delegations wishing to rent such offices are invited to contact, as soon as possible, Ms. A. Baar, Manager of the Project Division at the ACV (telephone 23 69, extension 2323).

Facilities for information media

39. Facilities envisaged for accredited correspondents of the information media include a press working area and access to telecommunication and postal services. The Conference proceedings will be highlighted by regular press releases and press briefings.

40. Inquiries about press accreditation should be addressed to Public Information and Information Products Service, UNIDO, Vienna International Centre, P.O. Box 300, A-1400 Vienna. During the Conference they should be addressed to the Press Accreditation Office at the ACV.

Bank services

41. Banking services are available in the VIC Monday to Friday from 9 a.m. to 3 p.m. and Thursday from 9 a.m. to 5.30 p.m. at Bank Austria (D building, floor OE) and Creditanstalt-Bankverein (C building, first floor).

Post office (ACV, ground floor)

42. The post office on the ground floor of the ACV will be open from 8 a.m. to 6 p.m. on days when meetings are being held. Participants who wish to have their mail forwarded to them while they are attending the Conference should use the following address:

General Conference of UNIDO
Austria Center Vienna
A-1450 Vienna
Austria

Telecommunications (ACV, ground floor)

43. Public telephones throughout the ACV will be at the disposal of participants. The post office in the entrance hall will handle long-distance and overseas calls, telegrams, telexes and telefaxes.

Snack-bar facility

44. The caterers for the Vienna International Centre will service the snack-bar facility at the ACV, which will be in operation as follows:

Snack bar	8.30 a.m. - end of afternoon meeting	ACV, second floor

First aid

45. Emergency medical attention is obtainable in the Medical Service at the VIC from Monday to Friday from 8.30 a.m. to 5.30 p.m. (Building F, seventh floor, telephone number 21131, ext. 2222). For emergency assistance at other times, apply to the security officers at the VIC (telephone number 21131, ext. 3903).

Travel arrangements

46. American Express, the official travel service of UNIDO and the United Nations, is at the disposal of participants requiring assistance with such matters as travel, sightseeing, car rental and excursions. It is located in room FOE01 (VIC) and is open from Monday through Friday from 8.30 a.m. to 5 p.m.

Access to the ACV

47. Parking space is reserved on parking decks 2 and 3 of the ACV for cars displaying a label issued at the Registration Desk. Participants are asked to ensure that their chauffeurs comply with the direction of the police officers stationed in the car parks.

III. OTHER INFORMATION

Reservation of hotel rooms

48. The UNIDO Secretariat regrets that it is not in a position to assist delegates in making hotel reservations. Delegates are advised to reserve accommodations as far in

advance as possible and to make their bookings either directly with the hotel concerned or through their Permanent Mission or Embassy/Consulate in Vienna.

Currency

49. Bank notes, travellers' cheques and letters of credit may be brought into Austria without restriction but, as not all currencies are in equal demand, a few may not be easily convertible. Departing visitors may take with them the foreign and local currency and securities they brought into Austria. It is recommended that Conference participants keep the receipts relating to all major currency exchange transactions in case they need to re-exchange currencies on their departure from Austria.

VIC Commissary

50. In accordance with the Commissary Agreement between UNIDO and the Austrian Government, the heads of delegations of Member States participating in the General Conference are entitled to commissary cards for the duration of the Conference's session.

51. Any questions in connection with the issuing of commissary cards to the heads of delegations should be directed to the staff of the Registration Desk in the ACV. Delegates entitled to commissary cards should collect their passes, in person, at the Pass Office, VIC Rotunda, 9 a.m. to 4 p.m.

Receptions and other events taking place during the Conference

52. The organizers or sponsors of receptions and other events to be arranged during the Conference are invited to contact the *Journal* Editor (see para. 25 above), if they wish an announcement regarding such events to be included in the Conference *Journal*.

Emergency staircases in the ACV

53. Participants are advised that the emergency staircases in the ACV cannot be used for accessing one floor to another. Although they can be entered on any floor, the only exits are at the -3 level.

Security advice

54. Participants are advised not to leave briefcases and other personal items unattended.